

BABY STEPS: ATTACHMENT C

Special Provisions for Fiscal Year 2008

Invoice Procedures

The following documents must be completed and submitted with each invoice:

- A Detailed Work Plan form for each quality improvement (QI) goal with the progress report written in the appropriate section OR a completed Progress Report Form completed.
- Training Report, listing progress on the Infant/Toddler Endorsement and staff changes.
- Documentation of wages paid to caregivers for the hours spent attending Infant/Toddler Endorsement classes.
- An attendance record for the target time period listed in the chart below.
- Invoices can be submitted only for classrooms listed on the annual application.

First Invoice	Receipts Due	Second Invoice	QI Goals Met	Third Invoice
Due October 15, 2007	October 31, 2007	Due February 15, 2008	December 31, 2007	Due May 15, 2008
Based on September attendance		Based on January attendance		Based on April attendance

Maintenance of Documents

The following documents must be maintained on site for review by staff of the Office of Child Care at any time:

- Infant/toddler room sign-in sheets for each month used for billing purposes
- All infant/toddler children's birth date records
- A description of how the center is utilizing the funds.
- Original receipts for equipment/material purchases
- Records must be kept for at least four years

Observations

- Staff from the Office of Child Care and/or Infant/Toddler Specialists may conduct observations using the Infant/Toddler Environment Rating Scales – Revised Edition during the contract year.
- Infant/Toddlers Specialists will also visit centers quarterly to provide technical assistance to center staff.

Training

- Each center director is required to complete the Infant/Toddler Endorsement within the first year of employment at the center.
- At least one infant/toddler caregiver per group of children is required to complete the Infant/Toddler Endorsement within the first year of employment at the center or assignment to the infant/toddler room.
- If a staff person who is required to have the Endorsement leaves the center, their replacement must begin attending the first available Endorsement class.